# Extended Leave Cascade

## Extended Leave Cascade

Some extended leave cases use leave in a specific order, based on the leave case type. FMLA cases use the cascade. The cascade uses the leave in the order listed below.

### FMLA

| Adoption Foster Care | eSTART Pay Code | GHRS Pay Code |
|---|---|---|
| | LV-Comp | UCOMF |
| | LV-Personal Day | UPLDF |
| | LV-Excess Annual | UANNF |
| | LV-Annual | UANNF |
| | LV-Sick | USCKF / UYSSF |
| | LV-Leave Without Pay | ULWOF |
| | *LV-Long Leave Without Pay | ULLWF |

| Birth | eSTART Pay Code | GHRS Pay Code |
|---|---|---|
| Family - Serious Health Condition | LV-Sick | USCKF/UYSSF |
| Military Caregiver | LV-Comp | UCOMF |
| Self - Serious Health Condition | LV-Personal Day | UPLDF |
| | LV-Excess Annual | UANNF |
| | LV-Annual | UANNF |
| | LV-Leave Without Pay | ULWOF |
| | *LV-Long Leave Without Pay | ULLWF |

| Military Exigency | eSTART Pay Code | GHRS Pay Code |
|---|---|---|
| | LV-Comp | UCOMF |
| | LV-Personal Day | UPLDF |
| | LV-Excess Annual | UANNF |
| | LV-Annual | UANNF |
| | LV-Leave Without Pay | ULWOF |
| | *LV-Long Leave Without Pay | ULLWF |

*Refer to the User Guide for Leave Administrators to obtain additional information on using Long Leave Without Pay.

# Extended Leave Cascade

## Military

**Note:** Military Leave does not cascade through the leave types. Since all leave types are selected by default, any that are not to be used **must be unselected**.

**IMPORTANT:** If more than one leave type remains selected, <u>ALL</u> selected types will be used. That is, the employee will be erroneously charged time from <u>each</u> selected type. Refer to the <u>User Guide for Leave Administrators</u> to obtain additional information.

| Military Leave-Federal | eSTART Pay Code | GHRS Pay Code |
|---|---|---|
| | Military Leave - Federal | UMLTY |
| | LV-Annual | UANNF |
| | LV-Comp | UANNF |
| | LV-Excess Annual | UCOMF |
| | LV-Holiday | UHLDF |
| | LV-Personal | UPLDF |
| | LV-Sick | USCKF/UYSSF |
| | LV-Military Leave Without Pay | UMLWO |
| | LV-Long Military Leave Without Pay | ULMLO |

| Military Leave-State | eSTART Pay Code | GHRS Pay Code |
|---|---|---|
| | Military Leave - State | UMILS |
| | LV-Annual | UANNF |
| | LV-Comp | UCOMF |
| | LV-Excess Annual | UANNF |
| | LV-Holiday | UHLDF |
| | LV-Personal | UPLDF |
| | LV-Sick | USCKF/UYSSF |
| | LV-Military Leave Without Pay | UMLWO |
| | LV-Long Military Leave Without Pay | ULMLO |

## Educational

Educational is used for an employee who is on leave for educational purposes. There is no cascade associated with this leave type.

## Non-FMLA Long Leave Without Pay

If an employee has been on leave without pay that is not related to an FMLA case for 19 consecutive days, there is no leave case to be opened in eSTART. Use the ULLWP-Tracking pay code for tracking purposes only.